

**CITY OF ROCKLIN**  
**DEPUTY DIRECTOR OF ADMINISTRATIVE SERVICES**  
Salary Range: 26 (Management Salary Schedule)

**DEFINITION**

Under general direction, plans, organizes, directs, and supervises the Finance Division of the Administration Services Department, including accounting/financial functions for the City; performs complex professional accounting work in the preparation of the budget, Comprehensive Annual Financial Report and related documents, capital asset reporting, grant administration, and purchasing and financial systems; provides high-level administrative assistance to the Director of Administrative Services and City Manager; ensures that performance objectives are established and accomplished in response to the goals and objectives adopted by the City Council; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is a single position executive management level classification with full responsibility for managing the administrative activities for the Finance division. In addition to providing designated staff and policy assistance to the Director of Administrative Services and City Manager in assigned areas, this position has administrative responsibility for policy development and program planning and implementation with citywide implications. The incumbent is accountable, through subordinate managers and supervisors, for accomplishing all department goals and for furthering City goals and objectives within general policy guidelines. The incumbent may be appointed as the City Treasurer or Finance Director consistent with the Rocklin Municipal Code.

This class is distinguished from the Director of Administrative Services in that the latter has overall management and administrative responsibility for all functions of the department.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Director of Administrative Services. Exercises direction or general supervision over supervisory, professional, technical, and clerical staff, either directly or through subordinate levels of supervision.

**ESSENTIAL DUTIES**

Duties may include, but are not limited to the following:

- Manages, directs, and organizes projects, activities, and resources for the Finance Division of the Administrative Services Department, including financial planning, cash management, investment management, debt financing, revenue administration and collection, purchasing, accounting functions, grant administration, risk management, payroll, human resources, the annual City budget, internal fiscal control measures, and information technology.
- Assists the Director of Administrative Services in developing and implementing goals, objectives, policies, and work standards for the Administrative Services Department; plans, develops, and implements City policies and procedures for accounting and financial

recordkeeping and internal controls.

- Serves as the Chief Fiscal Officer.
- Interprets and ensures compliance with local, state, and federal laws relating to payroll, human resources, purchasing, banking, debt covenants, investing, and financial reporting.
- Establishes, within City policy, appropriate service and staffing levels for the Administrative Services Department; allocates resources accordingly.
- Advises and consults with the Director of Administrative Services and City Manager regarding the preparation of revenue and expenditure estimates, and the annual budget.
- Manages, through subordinate staff, the year-end closing process, such as the interim audit, client-prepared schedules, and submission of unaudited general ledgers for funds to external auditors.
- Directs the preparation of financial, technical, and administrative reports, memoranda, correspondence, studies, research, and special projects, including the City's Comprehensive Annual Financial Report.
- Reviews, analyzes, and prepares summary reports on the CalPERS actuarial and Other Post-Employment Benefits actuarial, and presents summary reports to the City Council.
- Ensures compliance with Generally Accepted Accounting Principles and Governmental Accounting Standards Board statements.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; responds to staff questions and concerns; makes discipline recommendations.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures, identifies opportunities for improvement, reviews with the Director of Administrative Services, and directs the implementation of improvements.
- Oversees and ensures the financial compliance of the City's grants.
- Participates on a variety of boards, commissions, and committees.
- Performs strategic financial analysis for debt management; manages all phases of debt financing including bond sizing, debt structure, official statement preparation, and development and review of legal compliance.
- Provides staff assistance to the Director of Administrative Services and City Manager.
- Coordinates and directs Bond Rating Agency Rating Reviews.
- Oversees the various municipal tax and revenue programs such as transient occupancy tax and business licenses.
- Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
- Prepares letters, memos, staff reports, and other documents related to fiscal and administrative matters for submission to the City Manager, City Council, and/or state or federal government.
- Attends and makes presentations at Council, interagency, committee, and other meetings and conferences.
- Negotiates and monitors contracts and agreements with outside service providers and vendors to ensure compliance, maximum benefit to City, and cost-effectiveness.
- May be assigned duties consistent with an appointment as the City Treasurer or Finance Director.

- Acts on behalf of the Director of Administrative Services in his/her absence as assigned.
- Performs related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Administrative principles and methods, including goal setting, program and budget development, implementation and control, and personnel management and supervision.
- Practices of leadership, motivation, team building, and conflict resolution.
- Advanced principles and practices of public agency fiscal management, including public accounting, budgeting, payroll, and investments management.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices, including those governing banking and collection of debt service assessments.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the Administrative Services Department.
- Principles and practices of internal audit controls, cost accounting, and municipal financial analysis.
- Taxation policies and the various sources of local government funding.
- Community Development Block Grants and programs of the former redevelopment agency.
- Methods and techniques for writing reports and correspondence, making presentations, contract negotiations, and information distribution.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

### **Ability to:**

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards for the Administrative Services Department.
- Assist in providing administrative and professional leadership and direction for the department.
- Plan, organize, direct, and coordinate complex fiscal programs and related activities and apply advanced accounting principles in the maintenance of governmental financial and accounting transactions, including financial planning, cash management, investment

management, debt financing, revenue administration and collection, purchasing, administration, payroll, the annual City budget, and internal fiscal control measures.

- Prepare and administer the City's budget.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, paraprofessional, technical, and clerical staff.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to related to local government operations.
- Analyze, interpret, summarize, and present administrative and financial information in an effective and accurate manner, and make sound recommendations.
- Coordinate department activities with other City departments and agencies as required.
- Prepare, examine, and verify financial documents, statements, reports, and analyses.
- Prepare and present clear, concise, and logical written reports and oral presentations to small and large groups.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.

**Minimum Qualifications:**

A typical way of gaining the knowledge and abilities outlined above is:

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in finance, accounting, economics, business administration, public administration, or a closely related field with an emphasis on municipal finance or public accounting.

AND

Five (5) years of increasingly responsible advanced public sector accounting or municipal finance experience, including two (2) years of supervisory or management experience over professional and technical staff working in a fiscal, financial, accounting, or auditing environment.

Possession of a master's degree in the related fields above is desirable.

**License and Certification Requirement**

- Possession of, or ability to obtain and maintain, a valid California Class C driver license and a satisfactory driving record. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- Possession of a Certified Public Accountant license is desirable.
- Possession of a Certified Government Finance Officer certificate is desirable.

**Physical Conditions**

The incumbent appointed to this class must be physically able to perform the required duties, including the mobility to work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle and to visit various City sites and attend off-site meetings; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups, and over the telephone; finger dexterity to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment; ability to bend, stoop, kneel, reach, and push and pull drawers open and closed to retrieve and file information; and occasionally lift and carry reports and records that typically weigh less than 20 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

**Environmental Conditions**

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The employee may interact with upset staff and/or public representatives in interpreting and enforcing departmental policies and procedures.

**Working Conditions**

Employees may be required to work on evenings, weekends, and holidays, and participate in afterhours on-call assignments.

**FLSA: E**

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.

*Adopted: April 2021*